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| **DIRECTOR SUSTAINABLE INFRASTRUCTURE** |
| **Award Classification** | Senior Officer |
| **Directorate** | Infrastructure & Operations |
| **Reports to** | Chief Executive Officer |
| **Supervises** | Manager Operations; Manager Asset Planning; Manager Project Delivery; Environment & Waste Coordinator  |
| **Approved By** | Chief Executive Officer, May 2022 |

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| **OUR GUIDING PRINCIPLES** |
| Strathbogie Shire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:* **Progressive & Responsive** – We are leaders in local government innovation and are responsive to the community.
* **Fair & Consistent** – We are fair and consistent in our thinking, actions and decisions.
* **Open & Honest** – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.
* **Selfless & Inclusive** – We take a ‘’Shire First’’ approach and value the participation and opinion of all.
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| **POSITION OBJECTIVES** |
| * To provide executive oversight for Council’s Operations, Asset Planning, Project Delivery and Environment & Waste functions
* To develop strategic and creative responses and approaches to the integration of project planning, asset management and operations infrastructure and asset management and
* To provide leadership, management and direction and to support all staff within the Directorate
* Provide strategic input to the Executive Leadership Team into the overall management of the organisation and contribute to the achievement of the Council Plan and corporate goals.
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| **KEY RESPONSIBILITIES AND DUTIES** |
| * Strategic oversight the functions and responsibilities of the Operations, Asset Planning, Project Delivery and Environment & Waste functions.
* Provide leadership, support and guidance to all staff within the Directorate.
* Drive responsive, efficient and effective internal and external customer service across the Directorate.
* Deliver the Council Plan actions attributed to the Directorate and drive improvement in Strategic Performance Indicators outlined in the Council Plan.
* Maximise the efficient and effective utilisation of the resources – financial, human and technological allocated to the Directorate.
* Ensure staff within the Directorate has access to the information, resources (within budget) and support to perform the requirements of the positions effectively and efficiently.
* Implement and application of responsive and flexible work practices in Directorate.
* Encourage and support the professional development of staff within the Directorate, including the preparation and implementation of succession plans for key staff, particularly in the Operations Department.
* Maintain professional skills and knowledge at a contemporary level.
* Provide leadership to Managers within the Directorate including setting appropriate Key Performance Indicators and ensure they are held accountable to them.
* Report on departmental and Council-wide human resources, risk management and information management issues and recommendations requiring policy direction from Executive Management and Council.
* Support the delivery of the Long-Term Financial Plan and Asset Plan.
* Ensure all relevant financial statutory requirements are achieved on time and as required.
* Make decisions in accordance with delegated authority and Council policy.
* Manage the Directorate’s budget and the financial performance of the Directorate generally in accordance with budget.
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| **OCCUPATIONAL HEALTH AND SAFETY** |
| * The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of his/her duties to prevent injury to him/herself and others.
* The position is responsible for complying with the Council’s Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.
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| **RISK MANAGEMENT** |
| * Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation.
* Ensure Council’s Risk Management Policy and Procedures are observed and complied with at a personal level.
* Action, monitor and amend the Strategic Risk Register for tasks attributed to the Directorate.
* Promote the identification, evaluation and documentation of risks in the Risk Register and ensure that existing and new risks are effectively managed.
* Monitor and assess the risks documented in the Risk Register.
* Create an environment where risk management is accepted as a responsibility of staff.
* Ensure the development and promotion of risk identification and reporting procedures.
* Provide quality advice to the Chief Executive Officer on the elements of risk considered to be an exposure to Council operations.
* Maintain overall responsibility for the effective management of all types of risk.
* Develop and foster working relationship with other agencies with which Council has a shared risk.
* Ensure that employees are adequately trained in the identification, assessment and procedures available for minimisation of organisational risk.
* Acknowledge the management of risk is an integral part of service planning and delivery and there needs to be appropriate resources and support provided to manage those risks.
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| **ACCOUNTABILITY AND EXTENT OF AUTHORITY** |
| * Accountable to the Chief Executive Officer for the quality, effectiveness, cost and timeliness of work plans, programs, projects, events, initiatives, including systems and technology being managed
* Effective management of project timelines and budgets
* Subject to the provisions of the *Local Government Act 2020* and Council policies and procedures, the incumbent has the authority to make decisions about the implementation of appropriate work practices to achieve Council’s goals and objectives and provide effective and quality workforce
* The incumbent is required to report to the Chief Executive Officer any issues which he/she is unable to resolve in the workplace.
* The Director must operate within all relevant statutory requirements and within delegations and approved budgets.
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| **JUDGEMENT AND DECISION MAKING** |
| * Considerable degree of problem solving into policy formulation and to achieve strategic objectives within resource constraints.
* Make decisions on matters, which are the responsibility of the position, provided that these are within delegated authority, legislative requirements and in accordance with the requirements of the Chief Executive Officer.
* Exercise judgement when dealing with complex issues and an ability to utilise effective problem-solving skills.
* Make decisions related to the issue at hand based on in-depth knowledge and understanding of the Shire’s broader goals and objectives.
* Apply specialist knowledge and techniques to new situations.
* Operational decision making in the pursuit of providing excellent customer service in relation to human resources to all areas of Council, the community and other external stakeholders.
* Use initiative based on experience and or knowledge in determining suitable action and seeks guidance from outside the organisation if and when required.
* Provide excellent customer service to all areas of Council, the community and other external stakeholders.
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| **SPECIALIST KNOWLEDGE AND SKILLS** |
| * Analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
* Extensive technical services experience in a managerial role with a development infrastructure remit involving complex processes and best practice delivery
* Sound knowledge of the local government sector and workforce
* Proven experience in engaging positively with the community, negotiating and managing complex stakeholder scenarios to create robust partnerships and achieve objectives
* Understanding of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
* Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures.
* Understanding the needs and expectations of rural communities, as well as creative and practical approach in service provision and delivery.
* Ability to use initiative based on experience and/or knowledge in determining suitable action, and to seek guidance from outside the organisation if and when required.
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| **MANAGEMENT SKILLS** |
| * Comprehensive knowledge of relevant Acts, Regulations, Standards, Council policies and procedures relating to the Strategic Infrastructure Directorate.
* Understanding of the organisations' long-term goals and the legal and political context in which the organisation operates.
* Ability to manage competing priorities, manage time effectively and meet deadlines to achieve objectives.
* Ability to manage complex budgets and other resources to meet Directorate objectives.
* Ability to negotiate complex problems and relationships, analyse situations and take corrective action.
* Ability to contribute to continuous improvement processes to enhance service delivery for the organisation.
* Ability to prepare high standard reports and briefing notes for the Executive Leadership Team and Council.
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| **INTERPERSONAL SKILLS** |
| * Excellent oral communication and interpersonal skills and the ability to negotiate with others to resolve issues.
* Highly developed written communication skills.
* Ability to lead, coach and develop high performing teams and individuals.
* Ability to work cooperatively and relate professionally and enthusiastically to a diverse range of people, both external and internally.
* Interpersonal skills required to lead, motivate and develop employees and encourage participation and co-operation.
* Ability to influence and involve staff from different areas and disciplines to produce solutions and strategies that are supported by those staff.
* Ability to negotiate with a diverse range of people including staff, external organisations, government agencies and members of the public to solve issues.
* Use initiative and act professionally, with integrity, discretion and confidentially.
* Ability to influence and involve staff from different divisions and disciplines to produce solutions and strategies supported by those staff
* Ability to negotiate with others to resolve cross-functional issues.
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| **QUALIFICATIONS AND EXPERIENCE** |
| * Tertiary qualifications and/or equivalent experience in Engineering or other related disciplines.
* High level strategic and corporate planning skills, with a demonstrated history of achieving quality results within prescribed time periods.
* Demonstrated ability to negotiate contracts and manage and evaluate contractual documentation and a sound knowledge of contract law.
* Experience in leading, coaching and developing diverse professional teams and individuals.
* Demonstrated experience that exhibits a good understanding of development and asset management issues confronting a large and diverse municipality. Extensive experience in management of a large, diverse team, with Local Government experience being highly desirable.
* Demonstrated experience in asset management, infrastructure planning and project delivery.
* Ability to encourage teams to work cooperatively to deliver an overall goal.
* Current Victorian Drivers Licence.
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| **KEY SELECTION CRITERIA** |
| ***Essential*** * Tertiary qualifications and/or equivalent experience in Engineering or other related disciplines Extensive and diverse experience in a similar senior role involving project planning, engineering and environment services along with senior experience in a multi-discipline project implementation.
* Demonstrated skills in leading and developing individuals and teams and a proven ability to support staff through change management processes.
* Proven track record of achievement in a leadership role involving strategic planning and the delivery of significant programs and projects with strong budgeting, financial management and forecasting skills.
* Demonstrated experience in developing a high performing team that is founded on customer service excellence and continuous improvement. Excellent oral communication and interpersonal skills and the ability to negotiate with others to resolve complex issues while operating in a political environment
* Ability to analyse data and use initiative to foresee future trends and issues, and prepare accordingly
* Ability to have robust discussion, gain cooperation and assistance from stakeholders, members of the public and other employees in various government departments, business and community representatives and counterparts in other local governing authorities.

***Desirable*** * Previous experience in Local Government
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| **SIGNATURES** |
| **EMPLOYEE** | **CHIEF EXECUTIVE OFFICER** |
| **Name:** | **Name:** |
| **Signed:**  | **Signed:**  |
| **Date:** | **Date:** |